



Missing Original Receipt Reimbursement Form

University of California, Merced

Travel & Entertainment Affidavit

Traveler's Name: _____

Purpose: _____

Travel Dates: _____

Traveler certifies that cost(s) claimed in the attached expense voucher without original itemized receipt(s) are true and reflect actual expenses incurred during the course of the referenced business travel, and that reimbursement for these expenses will not be submitted elsewhere.

University travelers normally shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room. Exceptions to this rule, such as supervised group trips, must be approved in advance. (See Section V.E.4., Payment of Group Subsistence Expenses, for more information.)

By signing, traveler is certifying that they will abide by all the terms of conditions of UC Travel Policy G-28 <http://www.ucop.edu/ucophome/policies/bfb/q28.html>, including that meals and incidental charges "shall not be treated as per diem" and "shall be limited to the actual reasonable costs incurred, subject to the daily maximum reimbursement cap," and that no reimbursement for alcohol is allowed.

By signing, traveler is certifying that he/she understands that according to the California State Administrative Manual https://www.documents.dgs.ca.gov/sam/SamPrint/NEW/SAM_Master/Rev426June14/Chap_700_SAM/720.pdf "Employees who claim the allowable rate without submitting receipts with their travel expense claims should retain their receipts in order to substantiate out-of-pocket expenses in the event of an audit by the State or the IRS."

By signing, traveler is certifying that costs being requested for reimbursement by UC Merced will not be claimed for reimbursement from any other entity.

Traveler Signature: _____

Date: _____